

INSTRUCTIONS FOR COMPLETING AN ABSENT APPLICANT AFFIDAVIT FORM

The AFFIDAVIT OF ABSENT APPLICANT FORM must be used to apply for a Marriage License when one party is unable to appear in the County Clerk's Office. Please read the following instructions carefully before completing the Affidavit. Print or type all information that is requested on the attached Affidavit and Statement. The absentee party must return the completed Affidavit and Statement to the party they wish to marry. Both parties desiring to marry must be in full compliance with the information that follows or the application will be denied.

1. The party who will not be able to appear in the County Clerk's Office must complete and sign this form in the presence of a Notary Public or office of the U.S. Military who has the authority to take acknowledgments. All blanks on the form must be completed.
2. The names of both parties must be printed exactly as they appear on the identification that will be used to obtain the Marriage License. The authorized person taking the acknowledgment must complete all of the information requested on the form, except the signature of the absent applicant.
3. FOR MILITARY APPLICANTS ONLY: An absent applicant may appoint an adult to act as a proxy for the purpose of participating in the marriage ceremony if the absent applicant is:
(A). a member of the armed forces of the United States stationed in another country in support of combat or another military operation; and (B). unable to attend the ceremony (TFC Section 2.007(a)(b)). Absent applicant must list a name for the proxy. This person need not be present to apply for the license, but they must appear at the ceremony. If no proxy is needed, show N/A on the provided. Proxy must be 18 years of age or older.
4. The applicant must then appear in the County Clerk's Office in the State of Texas at least 72 hours prior to the ceremony in order to receive the license. The applicant must present an acceptable form of identification for both parties that states the correct name and date of birth of each applicant, such as; Certified copy of birth certificate, valid driver's license, Military ID, valid ID issued from the Department of Public Safety, valid passport. In addition to your ID, you will be required to present your social security card. UNDER NO CIRCUMSTANCES WILL WE ACCEPT AN ALTERED DOCUMENT AS PROOF OF IDENTITY. WE MUST HAVE THE ORIGINAL DOCUMENT OR A CERTIFIED COPY.
5. The 72 hour waiting period does not apply to active military; however a copy of the Military ID must be submitted with the Affidavit along with an original form of identification.
6. If either party has been divorced within the last 30 days, please contact the County Clerk's Vitals Department for additional information (956 318-2100).
7. If either party is under 18 years of age, please contact the County Clerk's Vitals Department (956-318-2100) for additional information regarding Removal of Disabilities of Minority (TFC Chap. 2 Sec. 2.003(a)(b1,b2) eff. September 1, 2017).

AFFIDAVITS EXPIRE 30 DAYS FROM THE DATE OF NOTARY ACKNOWLEDGEMENT